

International Association of Athletics Federations



Members of the Nominations Panel

Position Description

Role

As part of its programme of governance reforms, the International Association of Athletics Federations ("IAAF") has established a new Nominations Panel to assist in the appointment of persons to various bodies within the IAAF.

The Nominations Panel is responsible for identifying, recruiting, assessing and making recommendations to the IAAF Council for the appointment of members to the following IAAF bodies:

- The members of all Commissions (which advise Council)
- The Election Oversight Panel (which oversees the candidacy and elections of IAAF Council and Executive Board members)
- The appointment of Council Members to the Integrity Unit Board and the Executive Board Appointments Panel
- The Vetting Panel (which assesses the eligibility of all IAAF Officials)
- The Screening Panel (which assesses the eligibility of the members of the Vetting Panel)
- The Disciplinary Tribunal (which hears and decides on alleged breaches of the IAAF Integrity Code of Conduct).

Composition and Term

The Nominations Panel consists of five members as follows:

- a. The IAAF President or the Senior Vice-President or a Council Member, as decided by the President
- b. 4 independent Members of which:
 - 2 have experience in Athletics
 - 2 have relevant experience in appointment processes, such as human resources or recruitment.

The four independent members should be appointed by the IAAF Council by no later than 31 March 2019.

One of the four independent members will be appointed as the Convenor of the Panel.

No current IAAF Official (such as a member of IAAF Staff, or a Council Member, or member of a Committee, Commission, Working Group etc), or current official of a Member Federation or Area Association can be appointed to the Panel as an independent member.

Term and Timing

Once appointed, the Nominations Panel will undertake its initial work seeking applications, assessing and making recommendations for members for the Vetting Panel and the Disciplinary Tribunal during the period April to June 2019. These recommendations will need to be submitted to the IAAF Council for approval before being sent to the Member Federations by 25 July 2019 for approval at the 2019 Congress meeting (25-26 September 2019). In addition, the Nominations Panel will be required to make recommendations for members of the Screening Panel to the IAAF Council.

The Nominations Panel will continue its work with respect to recommendations for appointment of members to the other bodies listed, including the Commissions, following the 2019 Congress and throughout the period thereafter until the next Election Congress in 2023. The majority of work will be in the six-month period following and prior to each Congress meeting.

The term of appointment of the Nominations Panel is just over four years beginning in March 2019 and ending after the next IAAF Election Congress in August 2023.

It is expected that the Nominations Panel will largely conduct its work by conference calls and emails to fulfil its responsibilities. However, it is possible that in-person meetings will be necessary.

Responsibilities

The Nominations Panel has responsibilities to:

- identify the skills, expertise and experience which may be necessary for the positions on the relevant bodies
- identify and invite suitable persons to apply to be members of the relevant bodies
- publicly advertise and notify the Member Federations and Area Associations of the available positions on the relevant bodies including providing position descriptions
- receive and assess applications for positions on the relevant bodies including undertake enquiries and hold interviews and meetings as they see fit
- recommend to Council the applicants who it considers best suit the positions on the relevant bodies.

Personal Attributes

- For the two members with an understanding of and experience in Athletics, such experience should preferably be in a senior administrative role in Athletics (e.g. former Area Association or Member Federation official or Board Member (elected or appointed), former Secretary General or Chief Executive, or other senior manager involved in Athletics)
- For the two other members, significant experience in the recruitment or appointment of persons to employment or other bodies or other experience in human resources is necessary
- Experience in appointing employees or persons to committees and panels (including those with a legal or disciplinary function) is desirable
- A background or experience in sport generally is also desirable, either as a competitor or administrator
- Fluency in written and spoken English is required, and French desirable.

Administration

The positions on the Nominations Panel are voluntary, however the IAAF will reimburse any travel or other expenses incurred in the role and provide a nominal allowance.

Selection Process

Applicants for these positions on the Nominations Panel will be assessed by the IAAF Chief Executive (or his nominee), who along with the IAAF President (or his nominee) will be responsible for recommending to the full Council the preferred candidates for appointment to the Nominations Panel following completion of the search and selection process.

How to Apply

Applicants should consult the IAAF Constitution and the IAAF Governance Rules (Part 9) for a fuller description of the role and responsibilities of the Nominations Panel.

Any recommendation for appointment to the Nominations Panel will be subject to vetting by the IAAF Vetting Panel to confirm the Applicant's eligibility for appointment. Applicants should therefore also review the IAAF Vetting Rules.

The IAAF Constitution and all the IAAF Rules are available at the following link: [IAAF Rules and Regulations](#).

Applications to panel-candidates@iaaf.org must be received by close of business on **Friday 1 March 2019 at 5:00PM CEST** and must include the following:

- A summary of the **attributes** of the Applicant against the Personal Attributes listed.
- A full **Curriculum Vitae**
- **Confidential contact details** including address (work and home), telephone numbers (including mobile) and email address
- **Referees:** full contact details of three referees. Please note that referees will only be contacted after prior consultation with you. It is the applicant's responsibility to ensure that referees are willing to provide a reference when contacted by the IAAF.

The IAAF is an equal opportunities employer and welcomes applications from a full diverse range of candidates, regardless of age, gender, ethnicity, sexual orientation, faith or disability.